

Form B- Name Change for Husband and Wife

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached or you may re-type the forms using the identical format provided by the Office of the Lieutenant Governor. **All forms must be typed.** Forms may be copied.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON COMPLETION:

PETITION

FACT SHEET

NOTICE OF CHANGE OF NAME

ORDER

INSTRUCTIONS FOR COMPLETING THE PETITION (pages 5 to 9)

- (1) This is the official heading. Type in both Petitioners **full, legal name** which would be the name exactly as it appears on your birth certificate except where wife took her husband's last name as her own upon marriage or where you have had a prior name change. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type in the full, legal names just as they appear in the heading in the spaces provided.
- (3) Type in Petitioner's husband name and all other information requested. Type the name on your birth certificate or certificate of naturalization, and other names Petitioner is using or has used.
- (4) Type in Petitioner's wife name and all other information requested. Type the name on your birth certificate or certificate of naturalization, and other names Petitioner is using or has used.
- (5) Type in Petitioner's current State of residence. For those locations where there are no street addresses, P.O. Boxes are allowed but please describe the general location of residence.
- (6) Type in the date and place of marriage.

- (7) Check the appropriate response for Husband and Wife. If either Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (8) Type in the names of each Petitioner exactly as you want it spelled once it is legally changed.
- (9) Type in the names of each Petitioner exactly as they appear in the heading and then as you want them to appear after they are changed.
- (10) Make sure you date the petition here either at the time you have it notarized or before you have it notarized if you date it after it is notarized it will not be processed. Type the city in the second blank.
- (11) Sign the petition in black ink, exactly as it is typed in the heading. **Do not use initials or nicknames in the signature.**
- (12) Type the full, legal name of both Petitioners.
- (13) Sign the petition in black ink in front of the notary. **Do not use initials or nicknames. Sign your full, legal name.** The notary will complete his/her portion.

INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME (page 11)

- At the upper left hand corner, type your name and address in the space provided;
- Type in the full, legal name of Petitioner husband and Petitioner wife;
- Type in the full, legal name of Petitioners in the next two spaces on the document (note: one space per sentence), the new name on the third space and finally the name of the newspaper which will publish the name change.

Submit one (1) original of NOTICE OF CHANGE OF NAME. Copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE OF CHANGE OF NAME must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper, at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

INSTRUCTIONS FOR COMPLETING THE ORDER (pages 12-13)

- Type in petitioners name and address
- Type in the full, legal name of each Petitioner in the heading exactly as you did on the Petition. Leave the spaces for the date in the document blank, but type in Petitioners' legal name and Petitioners' new name in the proper spaces. We will fill in the date of publication, effective date and date of the Lieutenant Governor's signature.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call (808) 586-0255.

The following must be submitted to the Lieutenant Governor's Office.

- _____ BIRTH CERTIFICATE- a certified copy of your original birth certificate from the state you were born, not older than 90 days prior to submission of your name change forms; foreign birth certificates (must be translated into English); original Certificate of Naturalization or alien registration card and Passport
- _____ PETITION - notarized within 30 days prior to submission of name change forms
- _____ FACT SHEET
- _____ NOTICE OF CHANGE OF NAME
- _____ ORDER- plus five (5) copies
- _____ FILING FEE- Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00; cash is accepted when you hand carry your documents
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (copies acceptable)
- _____ Petitions with liquid paper corrections must be initialed by the notary

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.